



**International Baccalaureate World School  
Primary Years Program**

# **Student Handbook & Calendar for 2019-2020**

1200 Parkins Mill Road    Greenville, SC 29607  
864-355-3200  
<https://www.greenville.k12.sc.us/scollins/>

# "Celebrating 55 Years of Excellence!"

## Table of Contents

|                                          |    |
|------------------------------------------|----|
| Introduction.....                        | 2  |
| Faculty and Staff.....                   | .5 |
| Schedule and School Information.....     | 6  |
| Curriculum and Instruction.....          | 7  |
| Policies and Regulations.....            | 11 |
| Attendance.....                          | 17 |
| Health and Safety of Students.....       | 19 |
| Transportation.....                      | 21 |
| Data Security and Use of Technology..... | 22 |
| Special Services.....                    | 25 |
| Parent and Citizen Involvement.....      | 26 |
| Sara Collins PTA Board.....              | 29 |
| Sara Collins School Calendar.....        | 33 |

**\*Rules and Policies of this Handbook may be added or changed to ensure the safety and effective operation of the school. \*Dates are subject to change and notification will be provided as updates occur during the school year.**

### Equal Opportunity in Education

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

## PTA Themes and Goals 2019-2020

**Goal:** To ensure all students at Sara Collins have a healthy, safe learning environment and master the academic skills at each grade level.

### Objectives:

1. To continue to monitor legislation and activities of School Board and other elected bodies to remain informed of actions pertaining to the care and education of our children.
2. To continue to be a financial resource, as well as, provide volunteers to meet the needs of the staff.
3. To promote the welfare of our children by encouraging and providing opportunities for parent involvement in our children's education.
4. To strive to provide an environment where all children are encouraged and valued for their unique talents and abilities.

### Handbook Distribution

The distribution of this handbook and calendar to parents is made possible through funds contributed by the Parent Teacher Association of Sara Collins School. Our appreciation is expressed to the PTA for its enthusiastic support of this project. It is our hope that the information contained in this handbook will be helpful to you and your child during this school year.

### **Sara Collins School's Statement of Philosophy**

Committed to the belief that a strong academic program is the fundamental right of every child, the staff of Sara Collins plans a curriculum in which each child can be successful regardless of his or her ability. The school exists to provide the fullest possible development through a curriculum augmented by extra-curricular activities.

It is the belief of the staff that each student's highest personal fulfillment may be realized through the cooperative effort of the staff, students, parents, and community.

### **Beliefs**

#### **We believe all children should be...**

- ◆ Educated in a safe, nurturing environment.
- ◆ Challenged to reach their full, academic potential by promoting high academic standards.
- ◆ Treated with dignity, kindness and respect.
- ◆ Recognized for their unique abilities and learning styles.
- ◆ Prepared to use technology in a competitive global society.
- ◆ Able to communicate in a foreign language.
- ◆ Able to maximize academic success.

### **Mission Statement**

The mission of Sara Collins Elementary School is to educate children to become knowledgeable, responsible citizens in a global society by providing a meaningful curriculum that integrates community and technological resources.

### **School Song** (to the tune of "You're a Grand Old Flag")

You're a grand old school,  
You're a high-ranking school,  
You're the best in the south we all say!

Sara Collins!

Here the kids are smart.

We all do our part.

We're loyal to you every day.

Every heart beats true

For the white and the blue;

You're the best school in every way.

We'll forever hold you in our hearts;

Sara Collins - Hip! Hip! Hooray!



## **Vision**

At Sara Collins Elementary School, we value and support a learning community that inspires, educates, and challenges students to meet their potential in life.

### **Five Goal Areas of Greenville County Schools**

#### **Student Success**

*Deliver high-quality curriculum, instruction, and interventions that meet the needs of each student.*

#### **Premier Workforce**

*Recruit, retain, and develop exemplary personnel in all positions.*

#### **Caring Culture and Environment**

*Provide a safe and healthy environment that promotes learning and respectful relationships.*

#### **Resource Stewardship**

*Ensure efficient use of resources through effective management and development.*

#### **Community Engagement and Communications**

*Generate support and system effectiveness through engaging partnerships, communications, and recognitions.*

### **Sara Collins Elementary School Promise**

At Sara Collins Elementary, I will:  
be kind to myself and others,  
show respect to all adults and children,  
cooperate and follow directions,  
practice responsibility through self-control.

## **What is International Baccalaureate (IB)?**

Sara Collins became IB authorized in the spring of 2004 and re-verified in spring of 2013. The International Baccalaureate Primary Years Program (IB PYP) is an inquiry based teaching method that develops students into lifelong, independent learners. It's a hands-on approach that creates an active, student-centered learning environment rather than a passive environment. Students take more responsibility for their own part in the learning process when given a chance to share in all aspects. Students are involved in the selection of work for their portfolio and thus are better equipped to explain their progress and to identify points of strength and weakness.

At Sara Collins, we believe it is essential to develop positive attitudes toward learning, the environment, and other people, including tolerance, respect, integrity, and confidence.



## SARA COLLINS ELEMENTARY STAFF LIST 2019-2020 (updated as of 7/23/19)

Dr. Melissa Burns - Principal

Cheryl Elliott - Assistant Principal

Matt Moser - Administrative Assistant

### KINDERGARTEN

Wendy Hook  
Anne Nuttall  
Patti Renwick  
Laura Sharp  
Marty Weekes  
Misty Strange

### GRADE 2

Casi Esqueda  
Loren Graves  
Erin Hedges  
Lisa Henson  
Lyndsey Lambert  
PollyRose Philpot  
Anne Stolarski

### GRADE 4

Lauren Baker  
Lillie Garrison  
Bridget Masotti  
Caroline Mullen  
Emma Ogburn  
Katie Thomason

### ART

Nathalie Norris  
Emily West

### MUSIC

Susan Matthews  
Alexis Williams

### GRADE 1

Kim Cheney  
Jane Cooper  
Jessica Easterlin  
Alissa Edwards  
Karen Gordon  
Kelley Nemchek  
Hannah Sharpe  
Maria Watson

### GRADE 3

Karen Buser  
Ashlyn Davis  
Carene Montjoy  
Danielle Phillips  
Margaret Sprewell  
Alex Turner  
Emily Zizzi

### GRADE 5

Caroline Barrington  
Carolyn Garrison  
Katie Kreycik  
Shelly Rowan  
Sarah Shade  
Maria Werner

### P. E.

Matt Nocks  
Brandi Tucker

### SPANISH

Adriana Groot  
Holly Wilkes

### CHALLENGE

Kristen Wiggs

### MEDIA CENTER

Amber Galea, Specialist  
Mary John McNair, Clerk  
Julie Owen, Instruct. Tech.

### COUNSELOR

Cheri Orozco  
Sarah Payne

### INSTRUCTIONAL

#### COACH

Carrie Johnson

### LITERACY

Mary Sims Costigan  
Katherine Morrissey  
Taylor Schneider

### HH RESOURCE/SC

Alex Roman

### LD RESOURCE

Rachel Chinault  
Ann Nelsen

### ESOL

Amy George

### SPEECH

Devon Jennings  
Cheryl Nix  
Allison Walkenhorst

### OH RESOURCE/SC

Joan Benton  
Lacey Good  
Sarah Lewandowski  
Debbie Sweet

### OT/PT

Ashley Brewington (PT)  
Heather Heardt (OT)  
Beth Grindle (OTA)

### COMPUTER LAB

Ali Clark

### K-5 AIDES

Shawna Borleis  
Tamara Johnson  
Debby Oveson  
Gerald Rodriguez  
Cary Spears  
Bibber Wright

### OI/OH AIDES

Kirsten Hansen  
Michelle Hoopes  
Bonnie Impson  
Nona Janowski  
Pam Johnson  
Mary Beth Melton  
Laura Phillips  
Debra Weiss  
Olga Whaley

### CLTA/Interpreters

Doris Beckert  
Crystal Brothers  
Kitty Morton  
Lorna Sexton  
Tosha Williams

### PSYCHOLOGIST

Dr. Melanie Albers

### MENTAL HEALTH

#### COUNSELOR

Sarah Mendez

### OFFICE STAFF

Kristin Black, Secretary  
Cindy Davis, Attendance  
Denise Erickson, Clerical  
Kim Geddie, Receptionist

## SARA COLLINS ELEMENTARY STAFF LIST 2019-2020

(continued)

### NURSES

Perry Lawrence  
Srebrenka O'Steen

### ORDERLY

Sharonica Robinson

### CAFETERIA STAFF

Kaci McGrew, Manager  
Jessica Butler  
Todd Cheney  
Kathy Duston  
Sharon Griffin  
Alex Kennedy  
Betty Simard

### CUSTODIAL STAFF

Dave Clark, Plant Engineer  
Glinda Abercrombie  
Jeannie Hedrick  
Lawrence Williams

### VISION

Amy Mayfield

## Schedule and School Information

### Daily Schedule

- 7:15 - 7:45 Breakfast  
7:45 Students and teachers go to classrooms. Only bus students will be served breakfast after 7:50 AM.  
7:55 School begins. Students should be in classrooms ready to start the school day. Students arriving after 8:00 *must check by the office to be admitted to their classrooms.*  
2:30 Dismissal.

### Early Dismissal of Students

To insure the safe dismissal of all students and lack of disruptions, we will have early dismissals before 2:00 P.M only due to emergencies situations. If parents must take a child from school before the end of the school day, they should send a note in the morning stating the reason for the early dismissal and the time. Teachers keep students in the classroom until the office notifies them the parent has arrived. Please note the following District Policy JGFC (5/11/99):

No elementary school shall release any student prior to the end of the school day unless either (1) the student's custodial parent or legal guardian is the person picking up the child or (2) the school has previously received from the student's custodial parent or legal guardian a signed note indicating the date, time, and reason for the early dismissal and the person who will pick up the student for the early dismissal. If school personnel do not know a person attempting to pick up a student, they will require the person to produce appropriate identification, such as a driver's license, before releasing the student. For purposes of this policy, "legal guardian" shall include (1) any person to whom a court of competent jurisdiction has awarded custody of the child, (2) a foster parent, (3) an appropriate employee of a residential community-based care facility licensed by the Department of Social Services or operated by the Department of Social Services or the Department of Youth Services, for a child living in such a facility, and (4) a person who signed an affidavit permitting the child to attend school under Policy JBCA.

### School Closing Due to Weather or Emergency

The closing of school due to extremely bad weather or other severe emergencies will be announced on local radio and television stations. In case of an emergency situation during the school day, ***parents are asked not to call the school for information.*** The school has detailed plans for the evacuation and safety of all students. Information will be given on the radio, television, and district webpage. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

### School Information

Greenville County school information is available by calling the **School District Office info line at 355-3100** or the numbers listed below. Additionally, current information is always available on the following websites:

School District: <https://greenville.k12.sc.us/>

Sara Collins website: <https://www.greenville.k12.sc.us/scollins/>

|                    |          |
|--------------------|----------|
| Bus Transportation | 355-5280 |
| Attendance         | 355-3214 |
| Healthroom         | 355-3207 |
| Cafeteria          | 355-3208 |

### After-School Program

The Caine Halter YMCA of Greenville operates a program on site during regular school calendar days. The YMCA program is independent of the school district; however, all school policies and rules in this school handbook and of Greenville County Schools apply to the program. If a student has been suspended from the school, they may not return for the after school program.

All fees and registration will be handled through the Caine Halter YMCA, 721 Cleveland Street, Greenville, SC 29607. Phone: 864-679-9622.

## Curriculum and Instruction

### Content of Curriculum

Sara Collins provides a curriculum that is designed to meet the needs of all students. South Carolina State Standards in Language Arts/Reading, Mathematics, Social Studies, Science, Spanish, Art, Music, and Physical Education are taken into consideration as teachers plan units and lessons for their students.

Sara Collins has fully implemented the International Baccalaureate Primary Years Program. The program is an international program based on learning through Inquiry. Each grade level, Kindergarten – Fifth grade, follows a Program of Inquiry based on six broad units of study. In this form of guided Inquiry students are encouraged to ask questions and use transdisciplinary skills to do research, think, and apply the knowledge they gain.

### Literacy Instruction

The goal of the language arts program in Greenville County Schools is to develop the necessary language skills within each student that will allow them to pursue their life's goals and to become productive members of society. For students to become successful communicators, a balanced approach to literacy instruction is needed to meet all the needs of the students who make up our classrooms. Over the years, teachers and researchers have learned that there is not one basic approach that builds a proficient reader and communicator. It is the combination or balance within the instructional model that creates success in our classrooms.

A balanced literacy model should include instruction in phonics, reading comprehension, interpretation of literature, writing and reading fluency.

### **Field Trips**

Field trips are planned by the teacher for specific instructional purposes. They are considered an extension of the classroom. The school requires written permission from a parent or legal guardian before a child is permitted to go on a field trip. Transportation will be by school bus or a district approved charter bus company. Each child may be asked to pay a fee to cover the expense of the bus. The use of private cars is not allowed for transporting children on field trips. Children may not leave the school group and field trip with parents without a prior written approval by the principal.

It is a teacher's decision as to the type and number of chaperones that may be needed on field trips. Due to limited space, cost, and the age of the students, a field trip may or may not require parents as chaperones. Teachers will make decisions based on their classroom needs.

When buses return from a field trip, students will be taken to homerooms. Parents are required to sign students out in the front office.

### **Grading Scale**

The SC Dept. of Education released a new 10-point grading scale (effective Fall 2016) which was adopted by GCS. The following scale for all grades 2-12:

|             |                                                                          |
|-------------|--------------------------------------------------------------------------|
| A = 90-100  | Denotes excellent work at the student's instructional level.             |
| B = 80 - 89 | Denotes above average work at the student's instructional level.         |
| C = 70 - 79 | Denotes average work at the student's instructional level.               |
| D = 60 - 69 | Denotes below-average or poor work at the student's instructional level. |
| F = 50-59   | Denotes failing work at the student's instructional level.               |

### **Homework**

Homework is an extension of classroom activity and the assignments should be challenging and meaningful. Some of the purposes of homework include the following:

1. Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning.
2. Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits.
3. Homework is a natural extension of the school day and an important part of a student's educational experience.
4. Homework should be designed to be completed independently.

The three generally recognized types of homework are practice, preparation, and extension.

- a. Practice homework reinforces newly acquired skills taught in class.
  - b. Preparation homework helps students prepare for upcoming lessons, activities, or tests.
  - c. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.
5. Students should be taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments.

Within five days of a student's return from an excused absence, the student must work out provisions for making up missed work with the teacher(s). The principal may approve the make-up of work missed during an unexcused absence after consultation with the teacher(s).

### **Recommended Time for Homework by Grade Level:**

The times below are daily averages since students should not have homework in all subjects every night.

Grades K-2: 15 – 30 minutes per day

Grade 3: 30 – 45 minutes per day

Grades 4-5: 45 – 60 minutes per day

Students should spend some time each day reading independently.

This time should not be considered part of homework and should include a variety of types of reading.

In order to become well rounded, students in elementary school need to have time to participate in other activities after school. However, a definite time for reading and homework should be planned each day.

### **Media Center**

The Media Center is an important part of Sara Collins Elementary School. The basic function is to help children to learn by:

1. Providing books, technology and other media for the school's educational program;
2. Helping students develop an interest in reading, thus stimulating their interest in many subjects;
3. Teaching research skills and how to use the media center.

The Media Center is the center for all teaching materials, books, magazines, pamphlets, pictures, recordings and other audio-visual aids. It is the center of the reading program in that it stimulates and enriches classroom instruction in reading and bridges the gap between textbooks and the many types of reading materials used in everyday life.

The purpose of the Media Center begins and ends with children - their needs, problems, abilities, motivations and values. It is open from 7:45 a.m. until 2:45 p.m. We encourage students to visit for reference work, but also for recreational reading and checking out books.

### **Parent-Teacher Conferences**

There will be at least two scheduled conferences between the child's teacher and parent during the school year, one at the end of the first nine weeks for all students and during the third 45-day reporting periods. All parents are expected to attend these scheduled conferences. Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher. When teachers observe the need for additional parent-teacher conferences, they will request the parents to come in for special conferences.

### **Permanent Records**

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only by the professional staff, the student and the student's parent, or guardian. When a student transfers to another school outside Greenville County, it is necessary for the parents to sign a written permission for the records to be forwarded to the new school.

### **Placement of Students**

It is the principal's responsibility to assign students to the homeroom class. In keeping with the policy of The School District of Greenville County, heterogeneous grouping has been identified as the most desirable means for assigning children to classrooms. Therefore, children are placed with regard to:

1. Consideration of individual child's needs;
2. Balanced distribution of boys and girls;
3. Balanced distribution based on ethnicity; and
4. Reading achievement level.

The placement of all students at the beginning of the school year is considered a tentative assignment. Changes in enrollment at the beginning of school may necessitate assigning students to different classes, but every effort will be made to limit the changes. Parent request for individual teachers is *not* a consideration for placement in a classroom.

### **Academic Reports**

Report cards are created every nine weeks and are sent home four times a year. This report will assess children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education, and habits and attitudes. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office. It is necessary for parents to furnish a self-addressed stamped envelope in which the final progress report can be mailed. Interim progress reports may be sent at any time during the grading period to inform parents of a lack of progress in certain areas. These are issued mid-nine weeks between report cards.

If you have a concern that an error is made on your child's grade, please contact the teacher immediately. If a student owes any money at the end of the school year, report cards will not be mailed home.

### **Promotion and Retention**

The curriculum at Sara Collins is such that children are able to make continuous progress regardless of the grade placement. It is recognized that some students benefit from the opportunity to continue in the same grade another year. Certain definite procedures are followed during the retention process. During the first parent conference, parents are informed if the child is not performing at grade level. By the end of the third reporting period, a teacher should be able to identify a child who may need to be retained and will notify the parents that their child may benefit by continuing in the same grade another year. Final decisions regarding promotion and retention of students are determined by the principal.

### **Related Arts Program**

Art, music, Spanish, media center (K-2), and physical education teachers work with each class for a 45-minute period each week. Classroom teachers also provide activities in each of these areas, as well as computer lab instruction. A special event in the spring is the Field Day event for all students.

### **Special Education Program**

A special education resource program is provided for students who are learning disabled. Due process procedures are followed in the placement of children in the program. Written permission for a psychological evaluation and placement must be obtained from the parents, a staffing committee must recommend placement, and a written educational plan for the student must be provided.

Sara Collins is a satellite center for orthopedic, hearing, and visually impaired students in Greenville County. Many of the students are mainstreamed to a regular class for one or more subject areas. Speech clinicians work with students individually or in small groups.

### **Challenge**

The School District of Greenville County provides programs for Gifted and Talented Students to challenge them with rigorous, complex class work and research. Gifted students may demonstrate high performance ability or potential in academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened.

However, students must meet the state criteria before being placed in the Challenge program. Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served.

Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile or higher for their age group. If students do not qualify solely on aptitude, this process will be used for screening:

**In Dimension A - Reasoning Abilities** Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, nonverbal, quantitative and/or a composite of the three.

**In Dimension B - Academic Achievement** Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by a nationally normed or South Carolina statewide assessment instruments.

**In Dimension C - Intellectual/Academic Performance** Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. Rising third, fourth, fifth, and sixth grade students may be eligible to take the Performance Task Test in March if they have already met the criteria in Dimension A or Dimension B. Beginning with grade 7, students must have a 3.75 GPA on a 4.0 scale to meet the criteria in Dimension C.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program.

### **Textbooks**

The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged by a student, the student must pay the assessed amount.

## **Policies and Regulations**

### **Care of School Property**

Any damage to school property must be repaired or replaced at the expense of the offender. The cooperation of parents is required in helping us teach children to respect school property, materials, furnishings, equipment, and the building itself.

### **Change of Address**

It is necessary that we have your current address and phone number at all times. This information is especially important in cases of emergency. Please notify the school immediately upon changing your address or telephone number. **If it is determined that a parent has failed to provide the school with their correct address, the student will be dismissed from Sara Collins Elementary immediately and ask to enroll at the school within their correct attendance area.**

### **Dress Code**

We follow the School District Dress Code. Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation to the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress, which are consistent with this policy.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a “gang” in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code.

### **Student Behavior**

The Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress, and their manners. The Board believes self-discipline is an interpersonal goal of public education. The School District of Greenville County Student Behavior Code is mailed to each home in the Connected newsletter.

Sara Collins School will be an orderly, disciplined school where students are responsible and are accountable for their actions. Students are expected to act with respect for each other and for the teachers. Most discipline problems can be handled between the teacher and student. If the offense is serious or if inappropriate behavior persists, the student's parents will be informed. No physical violence, hitting, biting, scratching, or fighting will be tolerated. School District Policy prohibits harassment, bullying, and intimidation of any student. Reports of this behavior will be handled according to the district policy. **If there are any questions concerning this behavior code, please contact the school assistant principal or principal.**

### **Code of Conduct**

The staff at Sara Collins is committed to providing a safe environment in which students can learn and grow. Much media attention has been given to the issue of discipline in schools. In an effort to maintain the best possible atmosphere for learning at Sara Collins, we have a school-wide Code of Conduct. It includes school-wide expectations to be enforced by all faculty and staff at Sara Collins. Refer to Connected or the district website for additional information.

We will be discussing the Student Behavior Code with your child within the first days of school. After this discussion, we will be sending home a copy that is to be discussed and signed by you and your child. Should you have concerns regarding this plan, teachers will be answering questions during the PTA Open House.

### **SCHOOL-WIDE EXPECTATIONS:**

As an International Student at Sara Collins Elementary I will:

Be kind to myself and other students.  
(Empathy and Integrity)

Show Respect to all adults and children.  
(Respect and Tolerance)

Cooperate and follow directions.  
(Confidence and Cooperation)

Take care of school property and materials.  
(Appreciation and Cooperation)

Practice responsibility through self-control.  
(Independence and Commitment)

## ***SIGNS of SCHOOL-WIDE EXPECTATIONS***

### **HALLWAY**

Hands to yourself  
All students, blue tile, single file  
Look ahead  
Listen for directions

### **BUS**

Behave in the seat  
Use hands to help  
Stay seated

### **CAFÉ**

Control volume  
Always clean up  
Friendly manners  
Eat at your seat

### **WASH**

Wait quietly for your turn  
Attend to business  
Soap and water  
Help keep it clean

### **PLAY**

Proper use of equipment  
Look for ways to include others  
Always, safety first  
You bring it out, you take it in

### **CARS**

Come quietly to carpool  
All materials stay in book bags  
Remain seated in classroom  
Stand and walk when called

### **HOME**

Hear your name  
Only get up when called  
Meet a teacher at the door  
Everyone stays quiet

### **TECH**

Think responsibly  
Engage in learning  
Care for devices  
Honor privacy

## **Reporting Bullying, Discrimination, Harassment and Intimidation**

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal.

An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<https://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

### **School Safety Act of 1996**

Any student who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The student's teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

### **Money Sent to School**

Children should be discouraged from bringing money to school except for specific purposes. When money is brought to school by the child, please place it in an envelope with the student's name, the teacher's name, the amount, and the purpose written on the

envelope. Neither the teacher nor the school can be held responsible when money or items are lost.

### **Notes Required From Parent or Guardian**

The school requires notes from parents or guardians for explanation of the following:

1. Absence (see Attendance Guidelines)
2. Tardiness
3. Request for early dismissal
4. Request for excuse from recess or physical education
5. In reply to notes from the teacher or principal
6. Field Trips

### **School Parties**

There are **two** scheduled school parties each year. These will be at the winter holidays and Valentine's Day. Parent's participation in these events is determined by the classroom teacher.

Individual birthday parties at school are not allowed. Please do not bring birthday treats to school without consulting with the teacher before the day of the birthday. Birthday treats will be served at the end of the student's lunch in the cafeteria or at the end of the school day. Invitations to birthday parties may be distributed before or after school; however, if given out at school, there must be an invitation for every student in the class by the student. Invitations may not be taken to friends in other classrooms. Absolutely, no balloons are allowed for individuals.

### **Policies of the School District of Greenville County**

The official policies of the School District of Greenville County are located on line and can be accessed at <https://www.boarddocs.com/sc/greenville/Board.nsf> or through the School District's Home Page.

### **Prohibited Articles at School**

Articles, which are hazardous to the safety of others or interfere in some way with school procedures, may not be brought to school by children. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, razors or razor blades, pornographic material, drugs, alcoholic beverages, etc., are not permitted at school. Refer to the Student Behavior Code in the [Connected Back to School](#) Guide for parents and the district website for additional information.

### **Reassignment of Students**

The reassignment of students to another school that is outside of the attendance area where they live may be requested through the principal of the requested school. Forms for requesting reassignment are available at each school.

### **School Telephone**

The school telephone number is 355-3200. Messages will be taken for students and teachers and delivered as soon as possible. Students will not be called to the phone for emergencies. In the event of an emergency, the caller should contact the school counselor or administrator who will relay the emergency to the child.

Parents wishing to confer with teachers on the phone are requested to limit their calls to after-school hours. Teachers cannot leave their classrooms for telephone conferences from 7:45 a.m. to 2:30 p.m.

Students wishing to call home may use the telephone in the office **for emergencies only**. Arrangements for transportation and after-school activities of students must be made before the child leaves home. Students are not allowed to have cell phones or other electronic devices.

### **Staff Telephone Numbers**

The school will not furnish the telephone number of any staff member to parents. We strongly recommend that teachers use only their school phone number for school business.

### **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>

### **Transfer to Another School**

When a child is to be transferred from Sara Collins to another school, please notify the school office at least a week in advance. A transfer form will be prepared and may be picked up by the parent the last day of the child's attendance. Parents must sign a statement granting Sara Collins permission to forward the child's records to the new school if that school is outside Greenville County. School records will be forwarded to the receiving school upon request from that school.

### **Unlisted Telephone Numbers**

Some persons now have unlisted telephone numbers. ***However, the school must have a number at which parents can be located at all times.*** The school will not release any unlisted number.

### **Visitation in School**

Providing instructional time for students in a safe and orderly environment is our primary objective. In order to provide quality time, all parents and visitors must enter through the office area and sign-in if they have made previous arrangements with the teacher. If visitors and parents have not made previous arrangements with the teacher, we cannot allow interruptions during instructional time. We will be happy to set up an appointment for you with the teacher or call an administrator to help you. Volunteers should not use time to discuss their individual child's progress or interrupt the class with lengthy discussions with the teacher during volunteer time. All volunteers should only visit classrooms where they have assigned task. They should not use their volunteer status to visit with teachers in other classrooms even if they have their child assigned to that class.

***At no time should parents interrupt the class to speak with the teacher.*** This regulation is for your child's protection. It may keep out persons who may disrupt classes and accommodates visitors who may receive a phone call while in the building.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirement of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Attendance

### General Notice:

For more information, see the [Connected](#) newsletter, or Greenville County School District website. Questions regarding attendance rules should be directed, preferably in writing, to the principal.

### Excuse From Recess or Physical Education

All children are expected to participate in playground activities and physical education, unless participation would endanger the child's health. To be excused from these activities, the child **must bring a**

***doctor's note to the teacher stating the reason for the requested excuse.***

### Permission to Leave School

If parents must take a child from school before the close of the day, they ***must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. For the safety of the children at dismissal time, there will be no early dismissals after 2:00 p.m., and we will not call students from class after that time.*** Parents must sign their child out in the school office before 2:00 p.m. if an early dismissal is necessary. Whenever possible, medical and dental appointments should be scheduled after school hours. Parents are urged not to take the child out of school early.

No child will be allowed to leave the school grounds during school hours unless signed out by a parent or another adult designated by the parent.

Children should be cautioned about accepting rides with strangers. They will be expected to leave the school grounds immediately after dismissal at 2:30 p.m. School personnel cannot supervise or be responsible for students who remain on the grounds after dismissal.

### Tardiness

The school day begins promptly at 8:00 a.m. Students should be in their classrooms and ready to begin work at 7:55 a.m. Students arriving after 8:00 a.m. must report to the office where they will be given a permission slip to enter class late. Punctuality is a quality of good citizenship. ***Please help your child to be on time!***

**\*Leaving Class to Attend Siblings Programs** Every child needs to have their own special celebration time with parents. Often, parents want to take a sibling from class to observe a sibling's program or field day. This causes the child to miss instructional time. It also interrupts the day for all the students in the sibling's class. If a parent elects to take a child from their classroom for this purpose, the student will not be allowed to make up work that is missed.

## **How Many Days Must My Child Attend School?**

In accordance with the Compulsory School Attendance Law and SC Code of Regulations, uniform rules for all schools have been adopted to ensure that students regularly attend school. Students are expected to attend school each day and are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the principal.

- I. The school year consists of 180 school days. To receive credit, students must attend at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.
- II. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) must be lawful and will be excused if they fall within the following guidelines:

### **A. Lawful Absences**

1. Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others. \*Verified by a statement from a physician within two days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two days of the student's return to school.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
4. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up

to five days of excused absences provided that 1) the absence is pre-approved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.

5. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

### **B. Unlawful Absences**

1. Absences of a student without the knowledge of his or her parents.
2. Absences of a student without acceptable cause with the knowledge of his or her parents.
3. Suspension is not to be counted as an unlawful absence for truancy purposes.

### **C. Approval of Absences in Excess of Ten (10) Days and Award of Credit**

For the purpose of awarding credit for the year, the district board of trustees, or its designee (principal), shall approve or disapprove any student's absence in excess of 10 days, regardless as to whether those absences are lawful, unlawful, or a combination of the two.

### **D. Truancy**

Although the state requires students to only attend 170 of the 180 day school year, parents and students should be aware that SC Code of Regulations - Chapter 43-274 stipulates that a child ages 6 to 17 years is considered **truant** when the child has three consecutive unlawful absences or a total of five unlawful absences.

### **E. Procedures for Make-up Work**

1. Provision for make-up of school work missed during excused absences shall be coordinated with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.

2. Make up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

## Health and Safety of Students

### Accidents and Emergencies

Every effort is made to prevent accidents. However, in case of an accident, first aid is given by authorized school personnel or the Health Room nurse. In all cases of serious accident or illness, every effort is made to contact the parents. The school will follow parents' directions on the health card and enrollment form if we are unable to reach you and the child needs more than first aid. The school personnel will exercise extreme care and caution if a decision involving the health or safety of a child must be made following an accident or other emergency.

### Fire and Emergency Drills

In accordance with state laws, a fire drill must be held once each month. Fire drills will be held without warning. Each teacher will be responsible for instructing pupils on the manner and route of exit during each drill. These rehearsals are necessary for helping children react quickly and responsibly in instances of emergency. Instruction and drill will be provided in preparation for tornados or severe weather conditions, lockdowns, and the evacuation of buses.

### Food Service Program

The cafeteria manager and her assistants provide a nourishing, well-balanced breakfast and lunch each day for students and staff. While students are encouraged to eat the meals prepared at school, they may bring a lunch from home.

Elementary school children may buy lunch for \$2.50 daily by adding money to the student's account or they may choose to pay by the day at the cash register before being served. Menus are available online.

Meal and milk prices are as follows:

| Breakfast                                                              | Lunch                                                              |
|------------------------------------------------------------------------|--------------------------------------------------------------------|
| All Students: No Charge<br>Adults: \$2.20                              | Paid Students: \$2.50<br>Reduced Students: \$0.40<br>Adult: \$3.80 |
| Extra Milk: \$0.65<br>Additional snacks may be available for purchase. |                                                                    |

The free and reduced-price lunch program is available under the National School Lunch Program. An application form will be given to each student during orientation or when a student enrolls in school.

The qualifying guidelines printed on the form will be followed in determining the eligibility of students to receive free or reduced-price meals. You will be notified in writing whether your child is eligible.

The cafeteria will not loan money to students for meals. Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager.

Parents are welcome to eat lunch with their children. Please call the school office the morning of the day you plan to eat. When parents come for breakfast or lunch, please stop by the office, sign-in, and put on a visitor's badge. **We strongly encourage you not to bring food from a restaurant for your child.**

Eating in the cafeteria provides many opportunities for positive learning experiences and for practicing social skills and good manners. Students are expected to leave the area around their place at the table free of food or paper when the meal is over. Acceptable table behavior is a skill, which each child will be helped to learn and practice.

### **Health Room**

The Health Room is staffed daily by a school nurse. Any child who is not feeling well or has been hurt will be sent to the Health Room.

A Health Room Card is kept on file in the Health Room for every child. This card supplies vital information about who to call in case of an emergency or special health problems the child may have. It is necessary that you give the school the information requested on the Health Room Card.

The Health Room nurse will keep a record of the child's visit and will take his/her temperature or perform any minor first aid necessary, depending upon the symptoms. The Health Room does not have aspirin or any other over-the-counter medications, and the nurse cannot administer any.

If a child is too ill or uncomfortable to remain in school, the nurse will notify you by telephone to come for him/her. Parents are always contacted if the child has a fever of **100 degrees** or more or is nauseated. The parent must sign the child out of the Health Room. The child must remain out of school for 24 hours after the fever breaks.

Vision and Hearing is checked for every Kindergarten, First, and Third Grade student. Hearing is checked for all second graders. All fifth graders have their vision checked. If a problem is discovered, the parents will be notified. Students may be screened for speech/language problems throughout the school year.

### **Medication Policy**

All prescription medication must be delivered to the school nurse or other designated school employees by the student's parent, legal guardian or a previously designated adult. If your child brings over-the-counter medication, it must be brought to the Health Room before school starts. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Violations of the medication policy are addressed sternly. Medication needed on a field trip is also covered by this policy and must be administered by an individual designated by the principal.

#### ***Medication Guidelines***

- ◆ Absolutely no medication will be given without written parental permission.
- ◆ School nurses may not administer the first dose of any medication. (Student should be monitored by a parent for possible side effects following initial dose).
- ◆ School nurses are legally required to administer only medications with FDA approval.
- ◆ All PRESCRIPTION medication must be administered as labeled and OTC medications may not exceed package directions.
- ◆ ALL MEDICATION MUST BE IN ORIGINAL CONTAINER. No medication will be given from zip-lock bags or envelopes.
- ◆ Any medication given every day for longer than TWO WEEKS must have a written Physician's Authorization. This includes Tylenol, Ibuprofen, etc.
- ◆ No medication containing ASPIRIN OR PPA can be given at school without a doctor's authorization. This includes, but is not limited to, Pepto Bismal, Excedrin, and some OTC cold medications.

- ◆ If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose at school.
- ◆ Students with an Inhaler or Epi-Pen may carry them **ONLY** if we have written permission from you and your doctor. It is essential for your child's safety that "spare" medication be maintained in the Health Room in the event the student forgets to carry medication as prescribed.

### Insurance

Enrollment for student insurance is submitted online. The policies available include: at school accidents only; 24 hour accident only; and extended dental. Payment is completed online using a credit card or eCheck.

### School Safety Patrol Rules

School Patrols are fifth grade students who work very hard to insure the safety of everyone at Sara Collins. They receive training from and are supervised by a staff member. Patrol boys and girls will be stationed around the school to assist students. These patrols are there for your child's protection and should be obeyed at all times. You can help by impressing upon your child the seriousness of the task of the boys and girls on patrol.

An adult crossing patrol guard is stationed in front of the school on Parkins Mill Road. To assure the safety of students, drivers of automobiles must obey the hand signals of the crossing guards.

**Please instruct your children in the rules to be followed getting to and from school in a safe manner.**

## Transportation

The following guidelines are for the purpose of insuring the safety of the students and facilitating the flow of traffic. Your cooperation is needed. We welcome your suggestions concerning safety. Please remember to send a note if your child is to go home in a manner different from the customary way.

### Arrival

Unless you are a bus rider, no students should be dropped off **prior to 7:30 a.m.** There is no supervision before 7:30 a.m. except for bus students. Students who eat breakfast at school will go directly to the cafeteria upon arrival.

All cars bringing students to school will enter the car parking lot on Betty Spencer or Windmont Drive. Students should enter at the front or back designated door. One front door will be the only entrance accessible throughout the day. Students should never be dropped off in the bus parking lot or from the main streets surrounding the school.

Students will be assigned rooms by grade level to report to prior to 7:45 a.m.. After 7:45 a.m., students will report to their classrooms. All students who arrive after 8:00 a.m. will need a tardy slip issued at the main office in order to report to class.

The side parking lot is designated for buses and students with special needs. During the school year, all buses from Washington Center and our buses may be parked in the middle parking lot.

### Dismissal

Students are dismissed at 2:30 p.m. All early dismissals must be completed before 2:00. **There will be no early dismissals after 2:00 p.m. due to the quality of instructional time.** Students will report to assigned grade level rooms to watch for their name/number. When their group is dismissed, they will walk to their designated pick-up area.

### For Students in Kindergarten and First Grade

Kindergarten students, first graders, and carpools that include them may pick up their entire car pool at the back parking lot at 2:30 pm. Students will go to the room of the youngest child in their family/carpool.

### For Students in 2nd-5th Grades

Parents should enter the campus from Betty Spencer Drive and pick up their students at the covered walkway. For the safety of students, adults should remain in their cars. For the first few days of school dismissal takes a little longer than usual. However, as the year progresses the car pool becomes very efficient. Students will only be called if their car is in the car line and the person has a car tag. Students are to be picked up by **3:00 p.m.** After 3:00 p.m., parents must come into the office to sign out their child.

### **School Bus Transportation**

Bus transportation to and from school is provided by the state for all children who live more than 1.5 miles from school. Parents must provide transportation for children who live less than 1.5 miles from school. Bus riders will be accounted for using a checklist as they step on the bus.

As students enter the bus, each name will be checked off as each child enters to maintain accountability for those on the bus.

All Kindergarten and First Grade Students who ride the bus must have a completed designee form before they are allowed to ride on the bus. A designee listed on the form must be at the bus stop when the bus arrives. If a designee is not there, the bus driver will return the child to the school at the end of the route for parents to pick up their child from school.

The driver of the school bus is in full charge of the pupils and the bus. His or her relationship with the pupils will be on the same

plane as that expected of a teacher. Pupils are expected to obey the driver politely and promptly. ***The right of all pupils to ride on the bus is conditional upon their good behavior and observance of the rules and regulations.*** Safety demands complete cooperation. Discipline referrals written by bus drivers will be handled by the school administration, who will follow the consequences listed on the referral.

***Transportation rules for Bus Riders:*** For more information, please see the Connected newsletter.

### **Walkers**

Students must have parental permission to walk to and from school. Permission forms will be kept on file in the front office. Walkers will be accounted for using a checklist as they exit the building. Students in Kindergarten and 1<sup>st</sup> grade will have a tag that must match the card brought by a designated adult. If the tag is not presented, the child will not be dismissed to that person.

## **Data Security and Use of Technology**

### **I. Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

### **B. Acceptable Use**

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

### **I. Student Acceptable Use**

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

### **A. Compliance with Copyright Laws**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

### **B. Filtering and Monitoring Computer Resources**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth

by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### **C. Prohibited Uses of GCS Resources**

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.

7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

#### **D. Agreement of Use**

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

#### **E. Consequences**

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

### **III. GCS Internet Safety and Other Terms of Use**

#### **A. General Access**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness

of its Internet filtering due to the dynamic nature of the Internet.

2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### **B. Education, Supervision, and Monitoring**

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

#### **C. Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

#### **D. Expectation of Privacy**

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

Individuals are prohibited from using any electronic device, including a cell phone, to take pictures, record video/audio, or otherwise capture images of others in bathrooms, locker rooms, and other locations when individual privacy is reasonably expected. Students will be disciplined in accordance with Board Policy JCDA, including up to and including expulsion, for engaging in this conduct. Law enforcement will be contacted if any individual engages in conduct that could potentially be criminal in nature. The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

#### **Paging Devices, Telecommunications Devices, and Cell Phones**

For purpose of this policy, paging devices are defined as telecommunications devices, to include mobile telephones, which omit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor. Students who choose to bring paging devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the school principal. During school hours while on school grounds, no student may use, or have turned on, a paging device without the prior permission of the principal, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal. The principal or his/her designee may authorize a student to otherwise possess a

paging device for a legitimate medical reason or otherwise, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee. A person who finds a student in possession or use of a paging device in violation of the policy must report the student to the school principal. The principal or his/her designee must confiscate the device and returned to the parent/guardian prior to the end of the year.

## **Special Services**

#### **Lost and Found**

A lost-and-found area is maintained in the school cafeteria. To help minimize lost articles, please put your child's name on items of clothing such as jackets, sweaters, coats, scarves, hats, and gloves. Unclaimed articles will be donated to charity at the end of each nine weeks period. Remind your child to check the lost-and-found containers for missing items.

#### **School Newsletter**

One way of communicating with parents is through the school newsletter, *Scout's World News*, which will be sent home. Included in the newsletter will be information about upcoming events at the school, students' stories and poems, and news about students and teachers in the school.

#### **School Pictures and Yearbook**

Arrangements will be made for a photographer to take Fall and Spring Individual and Winter group pictures and make them available for purchase by the students. The schedule for having the photographs taken will be announced in the school newsletter.

The school Yearbook must be purchased at the time of sales. Extra copies usually are not ordered. The Yearbooks are distributed near the end of the school year.

### **School Store**

The School Store is open each day from 7:30 - 7:55 a.m. for the convenience of students. The store will have available items such as pencils, erasers, paper, folders, and composition books.

### **Student Helpers**

Fifth grade students assist the school staff as library aides, tutors, safety patrol, school store workers, and teacher helpers. They perform a very valuable service to the school.

## **Parent and Citizen Involvement**

### **Parent Teacher Association (PTA)**

Sara Collins has an active Parent Teacher Association, which lends support to the total school program. Objectives of the National PTA are as follows:

1. To promote the welfare of children and youth in home, school, community and place of worship.
  2. To raise the standards of home life.
  3. To secure adequate laws for the care and protection of children and youth.
  4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
  5. To develop between educators and the general public such united efforts as well as secure for all children and youth the highest advantages in physical, mental, social and spiritual education.
- The PTA renders a number of valuable services to the school and sponsors fund-raising projects during the year. You are encouraged to become actively involved in supporting the PTA activities.

Meetings of the PTA are typically held on a Monday of designated months in the school cafeteria. The meetings usually occur in the evening. Announcements about meetings will be sent home with the children prior to each meeting. Programs will be planned around

topics of interest and concern to parents. Additional daytime meetings will be scheduled throughout the school year and will be planned around topics of interest and concern to parents. PTA membership dues are \$5.00 per person and \$20 per family if purchased prior to August 31. Rates may increase after that date, due to increases in National dues. Fathers, mothers, other family members, and friends are encouraged to join. Upon payment of the dues, a membership card can be printed from the MemberHub website. Money from membership dues is used to support worthwhile school projects.

### **Volunteer Program**

Working as a school volunteer can be exciting and fun. Greenville County Schools (GCS), in an effort to ensure the safety of all of our students and staff, has implemented additional security checks for school volunteers. All volunteers willing to chaperone field trips and/or mentor individual students, must follow the application process for becoming an authorized volunteer. Please contact our school clerk at 355-3200 for information. Your volunteer help can meet the needs of children in many ways. The list below indicates some of the areas in which volunteers work at our school:

1. **Book Fair:** Shifts in library totaling sales and assisting students with book selection. Time commitments may be during school hours or in the evening.
2. **Flexible Volunteer:** Free to help at last minute for various unexpected events.
3. **Freaky Friday:** Sara Collins' annual carnival/fair is held in the fall. A big fund-raiser that allows the PTA to purchase specialized equipment and underwrite various programs for Sara Collins. This is a project that requires everyone's help and cooperation. More specific information involving areas for participation will be sent in August.
4. **Health Room:** Help staff Health Room and assist with vision and hearing screening.

5. **Hospitality:** Baking and organization of refreshments for teacher treats or luncheons, and Teacher Appreciation Week.
6. **Landscaping:** Flexible hours to keep our grounds nice. Occasional Saturdays during the year.
7. **Library Helper:** Librarians would appreciate your help with book maintenance, shelving books, and student activities within the library. Flexible time, weekly or monthly.
8. **Telephone/Email Help:** Calling or emailing to organize volunteers for various activities. Ideal for home volunteer work. Flexible hours.
9. **Tutoring/Mentoring students:** Assist students with reading and math skills during school hours. Flexible hours during school day but tutors are encouraged to participate in “Tuesday Tutoring” each Tuesday morning from 7:20 – 8:00 am.
10. **Mentoring Program:** Meet with a student or students on a regular basis for breakfast, lunch, in the classroom, etc. to provide support to selected students. Training is required.

If you are interested in serving as a Sara Collins Volunteer, contact the school office at 355-3200 or email [saracollinspta@gmail.com](mailto:saracollinspta@gmail.com).

### **Greenville County Volunteer Requirements**

**Level I - *This level requires the presence and supervision of a GCS employee at all times.***

Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time you check into a school and/or district office).

Level I volunteers may volunteer in classrooms, work in the Media Center, and participate in school activities on campus as long as staff members are present.

#### **Level I application process:**

- Complete the [Volunteer Application Form](#) found on the Sara Collins Elementary School website.

- The applicant prints the completed **Volunteer Application Form** and returns it in person to the main office of the school. Applicants must present a photo identification and the information will be entered into the system.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

**Level II – *This level allows interaction with students without a GCS employee present.***

Level II volunteers must have a National Sex Offender Registry check every time they volunteer at the school as well as an annual criminal background check. *Chaperones for field trips are required to be a Level II volunteer, regardless of the destination.*

#### **Level II application process:**

- Complete the [Volunteer Application Form](#) found on the Sara Collins Elementary School website.
- The applicant must also click on the link <https://gcsd-is.quickapp.pro/> on the application and complete the required information for the background check.
- Applicants will be notified of the approval or denial. Schools are not provided details of the check other than approved or denied to assure confidentiality of the applicants. This process could take up to two weeks to complete.
- Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.
- This process only needs to be repeated when your Level II Volunteer status expires. You will be notified 30 and 45 days prior to the expiration date.

Our primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of

a GCS employee at all times until applications for Level II are approved.

**A Desirable School Volunteer:**

- is prompt, regular and dependable in attendance
- graciously accepts the tasks assigned
- recognizes that he/she is setting an example of behavior, speech and dress
- accepts differences in school practices and personnel **without criticism**; recognizes the role as a volunteer, not a professional
- observes **discretion** and **confidentiality** in commenting on school matters, including the performance of other volunteers, school personnel and children
- loves children, listens to them, encourages them, calls them by name
- is happy that he/she can express a sense of social responsibility and concern for education in an active way
- understands that the work they perform is in the best interest of all children in the school.
- **Smiles!**

**Get involved as a volunteer! There is a special place that is only for you!**

If you are interested in serving as a Sara Collins volunteer, contact the school office (355-3200) or call the PTA Volunteer Chairman.